

Process Name: Purchasing	Process Identifier: PU
Sub-Process Name: Solicitation (informal)	Sub-Process Identifier: PU-2 (i)
Sub-Process Purpose and Objectives: To solicit, evaluate, and select bids from outside vendors for goods and/or services, or to establish a purchasing contract in accordance with State policy.	
Sub-Process Description: In the case of an informal solicitation, bids are solicited without going through a formal, sealed-bid process. Bids are obtained from selected vendors either (1) via phone, fax, email, or (2) by generating a solicitation document in TOPS and then sending the solicitation document to the selected vendors. If bids are solicited via phone, etc., bids are received “informally”, but then the vendor must submit a confirmation of the bid. If a solicitation document with terms and conditions is generated in TOPS and sent to selected vendors, the vendors respond to the solicitation document and no confirmation is required. In the case of a “one-time” purchase in which the requesting agency has already conducted the solicitation, Central Purchasing confirms the bids obtained by the agency. The bids that are submitted by either of the two aforementioned methods are sent to the Bid Tab Section where the bid data is entered into TOPS. Bid tabulation results are produced by TOPS overnight. The Buyer reviews the tabulation results, and if there are no problems with the tabulation, and the Buyer is ready to make an award recommendation, he/she enters “S” notes (SNTE) into TOPS documenting his/her recommendation, as well as any exceptions that need to be noted. If the Buyer’s Supervisor approves the award recommendation, the Award Flag is set in TOPS, and if the amount of the award is within the Requisition’s tolerance amount, the “Award Document” sub-process is executed. If the amount of the selected bid is above the Requisition’s tolerance amount, the Buyer works with the requesting agency to modify the request appropriately.	

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Sub-Process Trigger(s): <ul style="list-style-type: none"> This process is triggered when an informal solicitation is either desired or required by State policy 		Key Sub-Process Participants: <ul style="list-style-type: none"> Agencies (requestors) Vendors / Bidders Central Purchasing (for certain one-time purchases where the amount is \$2k - \$10k) 	
Inputs:			
Input	Format	Volume/Time	Suppliers
Request/need to conduct an informal solicitation	Electronic		Agencies
Outputs:			
Output	Format	Volume/Time	Recipients
Informal solicitations communicated to vendors	Electronic		Vendors
Bid tabulations	Electronic		Buyers
Award Notifications	Paper		Vendors
Performance Measures Tracked:			
Measure	Approx. Value		Target Value

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Laws, Regulations, and Policies That Govern Sub-Process: Purchasing policy and State and federal code			
Current Sub-Process Issues/Problems:			
Improvement Opportunities:			
Opportunity <i>Merge cells to link one Opportunity to multiple impacts)</i>		Organizational Impacts <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>	
Web-enable the solicitation process		Internet access and training may be issues in implementation; possible shift to the use of electronic signatures/authentication	L
More competition for the State's business through more dynamic pricing models (e.g., vendor catalogs that can be accessed by the public, reverse auctions)		Internet access and training may be issues in implementation	
Applications that Support the Sub-process			
Application Name(s) <i>(Internal name and vendor's name)</i>		Technology Description <i>(Programming vendor, language, platform, database, etc.)</i>	
TOPS		TOPS is based on a system that was developed by Information Management Specialists, Inc.; the company conducts business under the name of Informs. Informs' name for the system is Advanced Government Purchasing System (AGPS). The system is written in COBOL and runs on a mainframe.	





